

SUBJECT: GRIEVANCE AND COMPLAINT PROCEDURES Protection from Retaliation	<i>Chapter:</i> 12
	<i>Section:</i> 12.5
REFERENCES: Title VI of the Civil Rights Act of 1964, as amended. Title VII of the Civil Rights Act of 1964, as amended.	<i>Page:</i> 1 of 2
	<i>Issued:</i> 8-28-01

PROTECTION FROM RETALIATION

I. PURPOSE:

To define and establish a departmental policy prohibiting retaliation.

II. SCOPE:

Departmentwide.

III. DEFINITION:

Retaliation is defined as negative treatment in the terms and conditions of employment or in the provision of services, resulting from filing a complaint or grievance and/or participating in an investigation.

IV. POLICY:

It is the policy of the Department that no employee or client, at any level, shall experience retaliation for opposition to unlawful discriminatory treatment and/or participating in or initiating a complaint or investigation, either internally or externally.

V. GUIDANCE:

1. No employee/client shall experience retaliation for filing complaint or participating in an investigation.
2. No employee/client shall experience retaliation for opposition to unlawful discriminatory treatment.
3. Witnesses are also protected from retaliation for participation in an investigation or by association.

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4. Employees/Clients who feel they have experienced retaliation are required to report the activity to their immediate supervisor, another supervisor within the chain of command, the Human Relations Officer or Chief, Office of Personnel.

VI. REMEDIAL ACTION:

1. Remedial action will be taken to remove all/any forms of retaliation.
2. Penalties for violation this policy can involve reprimands, suspension, demotion and dismissal.
3. Any employee who is found to have filed a false and/or malicious complaint under this policy will be subject to disciplinary action up to and including dismissal.
4. Any employee who is found to have provided false information and/or impedes an investigation will be subject to disciplinary action up to and including dismissal.

Prepared by:

Approved by:

Chief, Office of Personnel

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